

February 2, 2006

**MEMORANDUM**

**TO:** Commonwealth's Attorneys  
**FROM:** Bruce W. Haynes, Executive Secretary  
**SUBJECT:** Additional Compensation Board Funding - FY2005 Reappropriations

I am pleased to report that the Compensation Board's request to reappropriate your FY05 year-end General Fund balance of \$836,980 has been approved. While the intent of this approval is to fund your FY06 equipment needs, you may also request funding to address one-time, non-recurring costs in your office for FY06.

Equipment funding approvals can be requested under the following scenarios:

- If you wish to purchase equipment in FY06 and your locality agrees to fund the difference between the actual cost and the Compensation Board's reimbursable amount (using the fiscal stress factor), submit a mid-year budget amendment (docket) request to the Compensation Board at <http://www.scb.virginia.gov/cbdocket1.cfm> no later than Monday, February 13, 2006.
- If your locality has purchased equipment since July 1, 2005 (FY06) for your office and you have not received reimbursement, you may seek approval of funding for the difference between the actual cost and the Compensation Board's reimbursable amount (using the fiscal stress factor) by submitting a mid-year budget amendment (docket) request to the Compensation Board at <http://www.scb.virginia.gov/cbdocket1.cfm> no later than Monday, February 13, 2006.

Funding requests for one-time, non-recurring costs in FY06 must be satisfactorily justified and documented. You may seek approval of funding for these expenses by submitting a mid-year budget amendment (docket) request to the Compensation Board at <http://www.scb.virginia.gov/cbdocket1.cfm> no later than Monday, February 13, 2006.

Requests will be reviewed and submitted to the Compensation Board for approval at its February 22<sup>nd</sup>, 2006 Board meeting and if approved, you will need to expend the funds in time to request reimbursement no later than the May, 2006 payroll reimbursement request. Should you have any questions or need assistance, please contact Paige Curtis at (804) 225-3442, or via email at [paige.curtis@scb.virginia.gov](mailto:paige.curtis@scb.virginia.gov).

cc: Governing Bodies  
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